



OCF Diversity Equity and Inclusion Committee Terms of Reference

Purpose

The purpose of this committee is to develop and implement initiatives to:

- increase under-served communities in competitive climbing in Ontario;
- help BIPOC and at-risk youth access our sport and stay in it;
- Recommend additional programming to meet the needs of athletes across all variations of diversity as defined in Appendix A;
- remove financial barriers to accessing our events.

The committee will work to:

- maintain a sustainable recreational climbing program at Six Nations community of Ohsweken; and
- advise the OCF Board on policies and procedures that would help enhance diversity, equity and inclusion within the OCF's activities.

Membership

The membership consists of a Chair (appointed by the Board of Directors) and between three (3) and five (5) other members (appointed by the Committee Chair in consultation with the Board). Individuals should be visionary, have an understanding of DEI initiatives across other sectors, and have:

1. The respect of the Board;
2. Wide contacts in the community;
3. Relationship building skills;
4. Good judgment and integrity; and
5. A good understanding of the needs of the Board and the OCF.

The following roles and responsibilities must be filled by Committee members:

- Chair (appointed by the OCF Board of Directors)
- Secretary (appointed by the Committee members)

Lines of Authority/Reporting Accountability

- The Chair reports directly to the OCF Board of Directors
- Board approval is required for:
 - New programs/initiatives/policies/events

- Changes to existing programs/initiatives/policies/events
- Any financial expenses not included in OCF budget for the current season

Term of Office

Members are appointed for a two-year term and may be re-appointed for up to two (2) additional two-year terms.

Decision Making/Voting

Each member has one (1) vote. Any vote is to be decided by a majority of those present. If there is a tie, the resolution is defeated.

Quorum

A minimum of fifty percent plus one member are to be present and only committee members may attend. In the absence of the Chair, then those present may select a Chair from amongst them.

Frequency and Notice of Meetings

Meetings are held quarterly (4 times per year), or more or less frequently, at the call of the Chair. At least three (3) days' notice is required unless waived unanimously by the committee members. Meetings may be in person or via teleconference.

Agenda

The Agenda should be forwarded to all committee members by the Chair and Secretary within five (5) business days of the next meeting date. Committee members may submit recommendations on Agenda items to the Chair and Secretary at least three (3) business days prior to the next meeting date. The Chair and Secretary will forward a final Agenda at least two (2) business days prior to the next meeting date.

Minutes

Decisions and action items are recorded by the Secretary of the Committee and approved (by e-mail or conference call) within five (5) business days of the meeting by the committee members.

Retention of Minutes

Approved minutes are posted to the OCF Google Drive for the information of Committee and Board members. There is no requirement to post them on the OCF website.

Scope of the Committee

1. Six Nations climbing program
 - a. Establish an annual budget for the program; and,
 - b. Collaborate with the Executive Director on fundraising and awareness campaigns;
2. Additional DEI recommendations
 - a. Establish core areas for development of policies and procedures to enhance DEI initiatives across the sport;
 - b. Outline additional recommendations for the OCF Board to consider; and
 - c. Report on current and new DEI initiatives at the end of every year and assess success of each program.

Responsibilities of the Chair

1. To chair all meetings;
2. To collaborate with the Executive Director to ensure the committee is compliant and accountable with regard to the committee's mandate and functions;
3. To submit to the Board for approval all committee recommendations, notably any budgetary requirements for projects.

Approval of Terms of Reference

Date Approved by the Board: May 15, 2024

APPENDIX A

Definitions:

Diversity, equity, and inclusion (DEI) policies aim to create a more equitable and welcoming workplace by addressing the needs of people from various backgrounds. Here's a breakdown of what each term covers:

1. Diversity: Refers to who is represented in the workforce. Examples include:
 - a. Gender diversity: The composition of men, women, and nonbinary individuals.
 - b. Age diversity: Whether there's a mix of ages or mostly one generation.
 - c. Ethnic diversity: Representing different national or cultural backgrounds.
 - d. Physical ability and neurodiversity: Accounting for perspectives of people with disabilities

2. Equity: Ensures fair treatment for all, regardless of identity. [Norms, practices, and policies should not predict opportunities or outcomes.](#)

3. Inclusion: Fosters a sense of belonging. It's about creating an environment where everyone feels valued and respected, regardless of their background *or identity*.